

LEVAN TOWN RFB  
Updated 12/04/2023

LEVAN TOWN  
20 NORTH MAIN STREET,  
LEVAN, UT 84639

REQUEST FOR BIDS (RFB) - COMPETITIVE SEALED BID FOR A PROCUREMENT OF  
UPGRADES AND IMPROVEMENTS TO THE TOWN PARK.

**DOCUMENT SUMMARY:**

Levan Town is seeking Competitive Sealed Bids (CSB) for a procurement of upgrades and improvements to the Levan Town Park. The project may be funded in part through HUD's Community Development Block Grant (CDBG) or other federal funding. The Town will select one (1) Supplier to provide equipment, materials and labor for the project as outlined in this request.

**SCOPE OF WORK:**

Levan Town is seeking to build new pickleball courts, which is located at 39.56301495531654 N., -111.86259031249341 W. This project will include: The construction of new pickleball courts at the Levan Town Park. This project will include all activities to purchase and install items below or similar items that could also be used to meet ADA compliance.

- Levan Town is advertising for the construction of 2 new pickleball courts to be installed under a 2,000 sq. ft. bowery, which should be included in the bids. Pickleball Court bids should include sports flooring, nets and poles. Each pickleball court should be at least 800 sq. ft. in size.

Additional items that may be out for bid that are not included in this scope of work are NOT considered part of this project, but rather may be noted for information purposes.

Levan Town requires suppliers to provide playground equipment that meets or exceeds all current federal standards, including ADA requirements.

The CSB shall include all costs associated with proposed project.

**QUESTIONS CONCERNING THE RFP SHOULD BE DIRECTED TO:**

MAYOR ROWLEY  
LEVAN TOWN  
20 NORTH MAIN STREET,  
LEVAN, UT 84639  
435-623-1959

## **DESIGN ELEMENT GUIDELINES & SYSTEM SPECIFICATIONS:**

Suppliers should base their designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of system components, quality of design, handicapped accessibility, inclusiveness, cost, appropriateness to location and target demographic must be taken into consideration in the design of the proposed system (Contact the above listed number or address for further demographic information).

The bid should provide a list of the designed components being proposed for the park improvements and updates, as well as a time frame for completion once notified of award. Please include structure and component model numbers, materials, color choices and recommendations, estimated lifetime of equipment including manufacturers' warranty and any other relevant descriptive information. Suppliers are encouraged to take accessibility into account in their designs.

### **Required Items:**

1. All playground installation elements must meet and/or exceed all federal guidelines.
2. All installed parts must be of a commercial grade and quality. No residential grade equipment will be accepted.

### **Preferred System Qualities:**

1. All playground equipment elements must demonstrate the highest level of durability in materials and finishes selected in consideration of health and safety.
2. "Green" construction practices and materials are highly desired.
3. Structures and elements should be unique to the parks so as not to duplicate others in the greater area.

## **ASSEMBLY/INSTALLATION, INSPECTION AND WARRANTY:**

**Assembly/Installation:** The playground equipment and installation will be provided and managed by the Supplier. The Supplier must provide direct supervision from manufacturer or provide qualified and certified representative familiar with installation. All tools and equipment required to install playground equipment shall be provided by the Supplier for this project. The Supplier will be given **365 calendar days** to complete the proposed work including product manufacture, delivery and installation. Calendar days will begin as outlined in the awarding of the bid/contract. The Supplier will certify installation is in accordance with all manufacturers' requirements including, but not limited to warranty requirements.

**Inspection:** A certified representative of the Supplier is required to conduct a post installation inspection of playground equipment improvements and upgrades upon completion to insure proper installation. If not properly installed, modifications must be submitted in writing to the Town and remedied immediately. Co-inspection with the Supplier's representative of assembly and installation work will be conducted by a Town Representative. The Town will supply the punch list for final completion generated by this co-inspection. The Supplier shall submit to the manufacturer's certification of compliance and warrantee following punch list completion.

**Warranty:** Upon completion of installation, the Supplier must provide documentation attesting

the equipment has been installed meeting all specifications required to be warranted by manufacturer. Additionally, it is the Supplier's responsibility to provide to the manufacturer's warranty of installed equipment.

**COMPLIANCE:**

All equipment must meet and/or exceed all federal guidelines. Documentation of compliance must be provided to the Town with the Supplier's Bid. All equipment must comply with Americans with Disabilities Act (ADA) and Build America, Buy America (BABA).

The selected Supplier will be required to comply with the requirements of the CDBG funding source and the Terms and Conditions (Attachment A). These requirements will be made part of the contract that will be entered into following Supplier selection. The CDBG requirements include but are not limited to compliance with HUD 4010 Federal Labor Standards (Attachment B), Section 3 of the Housing and Development Act of 1968 (Attachment C), Build America, Buy America (BABA) (Attachment D), and Department of Labor Davis-Bacon Wage Rates (Attachment E), referenced in applicable attachments.

The Supplier will ensure that hiring is made on the basis of merit and qualifications and that there will be no discrimination in employment on the basis race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications.

The Supplier and any persons doing work on this project will be required to possess or obtain a Unique Entity Identifier (UEI) number through registration at SAM.GOV, and a business license registration with the State of Utah.

All laborers and mechanics employed by Supplier in performance of this construction work shall be paid fair and equal wages rates, required by law. The Supplier shall utilize the DOL Davis-Bacon Wage Rates for Heavy Construction effective to the most recent date posted prior to bidding and construction beginning.

The Supplier must provide an original Certificate of Product Liability Insurance.

**DISCLAIMER:**

Levan Town shall be exempt from any liability for costs incurred by unsuccessful suppliers in the preparation of a CSB.

**BID SUBMITTAL DATE & TIME:**

All CSP must be submitted to Christine Carrigan at Levan Town Clerk's Office by 4:00 p.m. MST on January 11, 2024.

The Levan Town Clerk's Office is located at 20 NORTH MAIN STREET, LEVAN, UT 84639.

All submitted CSP must be addressed as follows:

Proposal for Levan Town to construct new pickleball courts

Attn: Levan Town Mayor

20 NORTH MAIN STREET, LEVAN, UT 84639

**BID FORMAT:**

Bids shall be submitted in the following format:

- Project Name
- Supplier Name
- Statement that CSB will meet CDBG Guidelines, including previous experience of the Supplier
- The project's proposed description, photos, plans, etc.
- Designs showing all safety precautions necessary for this park project
- Warranty and insurance capabilities
- Statement of understanding of Davis-Bacon and non-discrimination requirement
- Project Cost Proposal & Timeline
- Any additional information relating to scoring criteria as listed below
- References

Bids must include a bid price for each design presented. Bids must list the cost of the equipment, materials, and labor separately. The Town reserves the right to reject any and all Bids with or without cause, and to accept Bids which it considers most favorable. Bids should include a minimum of two references of installations similar to that proposed for Levan Town. References shall include name of project, location, contact information including phone number and general cost of installation.

All delivery, assembly, installation and supervision costs must be included in the Bid. Payment for the project will be sent within sixty (60) days after delivery and assembly/installation and invoicing of the park upgrades and improvements.

All Bids amounts shall be guaranteed for not less than sixty (60) days after the Bids submittal deadline date.

Each Bid must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to Levan Town in an amount not less than ten percent (10%) of the total bid amount. The successful Supplier shall furnish approved Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier. Successful Suppliers are required to comply with Levan Town Business Licensing requirements. Following execution of Bid receipt, Bids will be available to the public upon specific request.

No Bid may be withdrawn within a period of sixty (60) days after the bid opening date.

Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite.

The Supplier must submit two (2) hard copies of the Bid to the address listed above. All Bids must comply with the specifications and guidelines provided in this document.

This solicitation is being offered in accordance with State statutes governing procurement. Accordingly, Levan Town reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate at the sole discretion of Levan Town.

**CIVIL RIGHTS STATEMENT:**

Levan Town is an Equal Employment Opportunity Entity. Qualified women, veterans, minority and handicapped individuals are strongly encouraged to submit Bids.

**EVALUATION AND SELECTION PROCESS:**

Bids will be evaluated by a selection committee based on the following criteria:

Criteria & Points:

1. CSB Proposed Cost & Timeline (20 Points)
2. CSB addresses design guidelines and specifications (20 Points)
3. CSB Statement to meet CDBG guidelines (20 Points)
4. CSB Safety precautions, warrantee and insurance capabilities (20 Points)
5. Overall Quality of CSB and references (20 Points)

Maximum Points: 100

Following the submission of all CSP submittals, a Selection Meeting, made up of the Town Council and the Mayor will be held at 7:00 p.m. on January 11, 2024 at 20 NORTH MAIN STREET, LEVAN, UT 84639. This meeting will be open to the public. All sealed bids shall be opened by the Mayor or designated representative in the above listed open public meeting, before one or more witnesses, at the time and place indicated in this bid packet.

The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.

The Council shall consider an award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the RFP, including UEI and Utah business license clearance.

Tied bids may be resolved using any reasonable criteria and at the sole discretion of the Town Council.

Please to the Levan Town office for the procurement policy followed by Levan Town.

**Attachments:**

**Attached to this notice are the following documents:**

- Davis Bacon Wages Decision
- HUD Form 4010 (HUD's Terms & Conditions)
- Section 3 Construction Clause
- BABA Clause & Acknowledgement (Acknowledgement must be signed and returned with sealed bids)

